

Appendix A
FINANCIAL AND MANAGEMENT SERVICES
DESIGNATED POSITIONS, DUTIES, AND. CATEGORIES
 July, 2002
 (see Appendix B for Category details)

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Position	Duties	Category
ADMINISTRATION, MANAGEMENT & SPECIAL PROGRAMS		
Deputy City Manager -	Manages Financial & Management Services and assists the City Manager in the preparation and administration of the City's budget and financial programs.	2
Deputy Director	Manages and administers programs of the Budget and Management Services or Financing Services Divisions. Has overall responsibility for purchases of supplies and services for the Division.	2
Project/Program Manager	Directs work programs, coordinates projects, and provides assistance and staff to management, .:= committees and task forces.	3
Supervisors	Supervises professional staff; confers with department officials in the solution of administrative, fiscal, or organizational problems; forecasts and monitors expenditures and revenues; determines the economic effects of the City's fiscal and development decisions; conducts long range financial planning; and oversees bond issuances.	
FINANCIAL		
Financial Management Director	Directs Financial Management Department and Administers the annual budget.	
Budget Services Administrator	Assists in the management and administration of programs of the Budget and Management Services Division. Supervises professional staff; confers with department officials in the solution of administrative, fiscal, or organizational problems; forecasts and monitors citywide expenditures and revenues; determines the economic effects of the City's fiscal and development decisions; and conducts long range financial planning.	3

Position	Duties	Category	
TREASURER			
City Treasurer	Receive, disperse, have custody of, invest and account for all City monies; administer tax ordinances; assist in management of retirement and other trust funds; collect amounts owed by the City.	1	
Chief Investment Officer	Invests the operating and capital improvement funds of the City and it's agencies in marketable securities; selects vendors, corporations or financial institutions that provide services to the City for banking, cash management, financial and technology services or products.	1	
Investment Officer	Invest City's pooled investments; analyze City's daily cash position and forecast cash flow requirements. Administer City's banking contracts.	1	
Assistant Investment Officer	Assist Investment Officer in investing City's funds and related duties.	2	
Financing Services Manager	Manages a wide range of activities covering economic research, credit and financial analysis, structuring and executing of financing plans for bond financed projects, and conducting economic development/redevelopment funding analyses.	2	
Accounting Program Manager	Direct accounting units; develop and maintain cash control and related procedures.	3	
Collections Program Manager	Administer the collection of delinquent accounts; supervise Small Claims Court actions.		
Business Tax Program Manager	Directs business tax program including business and rental unit tax collection.	3	
EMERGENCY MEDICAL SERVICES (EMS) PROGRAM			
Program Manager	Plans, directs, and administers the City's EMS Program; and monitors contract compliance of EMS service provider and Fire & Life Safety Services First Responders. Has overall responsibility for purchase of supplies and services for the program.	3	
CONSULTANTS			
Consultants	Refer to the Disclosure Category section (Exhibit B) for Consultants	4	

FINANCIAL MANAGEMENT, TREASURER & EMERGENCY MEDICAL SERVICES
CONFLICT OF INTEREST CODE
DISCLOSURE CATEGORIES

APPENDIX B

- Category 1** Designated positions in this category must file according to the requirements of State Government Code 87200.
- Category 2** Investments and business positions in any business entity located in or doing business with the City.
- Income and gifts from sources located in or doing business with the City.
- Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.
- Category 3** Investments and business positions in a firm or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.
- Income and gifts from any person or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.
- Interests in real property owned or used by any person or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.

Category 4**Consultants:**

Consultants shall be included in the list of designated employees for the Financial and Management, Emergency Medical, and Treasurer Services and shall disclose pursuant to the broadest category in the code subject to the following limitation:

The Deputy City Manager, Department Directors, Deputy Directors, City Treasurer, Purchasing Agent, Program or Project Managers, or Supervisors may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.